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UNIVERSITY OF ILLINOIS  
STATUTES



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APPROVED MARCH 10, 1936

## UNIVERSITY OF ILLINOIS STATUTES

NOTE: The regulations of the Board of Trustees for the guidance of the staff of the University were called *By-Laws* until 1901, when the term *Statutes* was applied. In 1908, the Board adopted a revision of the Statutes which was much more comprehensive than anything that preceded it; from 1908 to 1931, separate articles were amended, and new articles were added, but no general consideration was given to the regulations as a whole. From 1931 to 1934, the Board adopted certain statutes relating particularly to the educational and administrative organization of the University. In 1935, the Board appointed a special committee to consider the Statutes as a whole and to present a revised edition. This compilation was approved by the Board on March 10, 1936, and all previous versions and editions were declared to be superseded.

H. E. CUNNINGHAM

*Secretary*

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# UNIVERSITY OF ILLINOIS STATUTES

## FUNCTIONS OF THE TRUSTEES

1. The functions of the Trustees are legislative and not executive. The Board is to secure, as far as possible, the needed revenues for the University and is to determine the ways in which university funds shall be applied. It is to map out university policy, but it must, of necessity, leave the execution of that policy to its executive agents. Such agents must be capable, and, within the general line of policy laid down by the Board, they should not be interfered with.

## THE PRESIDENT OF THE UNIVERSITY

2. The President shall be the chief executive officer of the University and a member of the faculty of each college and school therein. He shall be elected by the Board of Trustees and his term of office shall be at the pleasure of the Board. The President shall attend the meetings of the Board and participate in its deliberations. He may act with freedom within the lines of general policy approved by the Board on his recommendation, but in any particular matter on which the Board has passed he shall follow the specific action taken. With the advice of the Council, he shall prepare the annual and biennial budgets for presentation to the Board of Trustees. He shall recommend to the Board suitable persons for positions in the University, and in case of exigency he may make appointments so that the work of the University shall not be interrupted, but such appointments shall be subject to confirmation by the Board. The President shall be responsible for the enforcement of the rules and regulations of the University. He shall make such recommendations to the Board and the Senate as he may deem desirable for the proper conduct and development of the work of the University. He shall be the presiding officer of the Senate. He shall issue diplomas conferring degrees, but this shall be done only on the recommendation of the Senate and by authority of the Board of Trustees.

## GENERAL ADMINISTRATIVE OFFICERS

3. (a) One or more general administrative officers may be appointed by the Board of Trustees on the recommendation of the President of the University, to assist the President in such matters as he may designate.

(b) The Provost, or such general administrative officer as may be designated by the Board of Trustees, shall exercise the functions of the President in his absence, and shall at all times be of such assistance to the President as he can by the exercise of such functions as the latter may delegate to him.

(c) In the absence from duty of the President of the University and of the Provost, the senior college dean shall act as President in the interim or until the next meeting of the Board of Trustees.

## RULES OF PROCEDURE

4. The usual rules of parliamentary procedure shall govern those divisions organized as deliberative bodies.

## THE SENATE

5. (a) The Senate shall consist of the full professors of the University, the President, the Provost and the general administrative officers provided for in Section 3, the Dean of the Graduate School, the deans of the colleges, the



directors of schools, the Director of the Library, the Director of University Extension, the Director of the Bureau of Institutional Research, the Deans of Men and Women, the Commandant, the Registrar, the Director of the University Press, the High School Visitor, the acting chairman or acting head of each department, the Director of the Physical Plant Department, the University Counsel, and the Comptroller. Members of the teaching and research staffs who have been retired shall be entitled to the privileges of the floor at all meetings of their faculties and of the Senate, if they were members of the Senate before retirement, but shall not be entitled to vote.

(b) The Senate shall exercise legislative functions touching the educational policy of the University and shall make such rules and regulations as it may deem desirable to promote the educational interests of the University.

(c) Requirements for admission to the University and to the several colleges and schools, general requirements for degrees and certificates, questions of general educational policy, relations between colleges or schools, changes in the amount, character, or quality of work required for admission to the colleges or schools, and changes in the total number of hours required for degrees or certificates shall be determined by the Senate and shall take effect on approval by the Board of Trustees. Neither the powers conferred on the Senate by this section nor the powers conferred by Section 5 (b) shall extend to matters of which the college is given jurisdiction by Section 7 (c).

(d) The Senate shall elect a committee on student discipline which shall appoint one or more sub-committees with original jurisdiction to hear and render decisions in all disciplinary cases except that students registered in the Graduate School shall be subject to discipline by the Dean of that School. The Committee on Student Discipline shall hear and take action for the Senate in cases appealed to it from its sub-committees, and it shall organize other general methods of procedure subject to the approval of the Senate.

(e) The Senate shall recommend candidates for diplomas, degrees, and certificates, which shall be conferred by the President under the authority of the Board of Trustees.

(f) No new line of work involving questions of general educational policy shall be established except on recommendation of the Senate.

(g) The Senate may propose amendments to the statutes of the University through the President to the Board of Trustees.

(h) The Senate shall elect annually by ballot at the April meeting from its own membership a Committee on Committees consisting of five persons. Not more than one member of this Committee shall be from the same college or school. After nominations made by this Committee in consultation with the President, the Senate shall elect committees on educational policy, the Library, athletics, student discipline, and such other standing committees as the Senate may from time to time authorize. Membership on these committees is open to the general faculty. Committees for special purposes may be selected by the Senate in whatever manner it may see fit.

#### THE COUNCIL

6. (a) The Council shall consist of the President, the Provost and the general administrative officers provided for in Section 3, the Dean of the Graduate School, the deans of the colleges, the directors of independently organized schools, the Director of the Library, and three members chosen by ballot from and by the membership of the Senate.

(b) The Council shall act in the capacity of adviser to the President and it shall meet on his call. It shall not exercise legislative functions. The President shall secure the general recommendations of the Council, assisted by the Comptroller and the Director of the Physical Plant Department, before preparing the annual and biennial budgets.

#### THE COLLEGE

7. (a) The college is the largest educational and administrative group. It shall comprise those departments or interests which are best served by their inclusion within it.



(b) The college shall be governed in its internal administration by its faculty. The faculty shall consist of the President, the dean and assistant dean of the college, and all professors, associate professors, assistant professors, associates, and instructors within the group it comprises, together with a representation of each such other department or group as may be entitled to representation by virtue of participation in the program of instruction in the college, and finally such other officers of the University as the President may assign thereto.

(c) The college shall have jurisdiction in all educational matters, not involving questions of general university policy and not involving its relation to other colleges or schools, falling within the scope of its program, including the determination of its curricula, except that proposals which involve budgetary changes shall be submitted to the President acting with the advice of the Council. The college shall have the fullest measure of autonomy consistent with the maintenance of general university educational policy and correct academic and administrative relations with other divisions of the University. In questions of doubt arising as to the proper limits of this autonomy between the college and the Senate, the college shall be entitled to appeal for a ruling to the President in consultation with the Council.

(d) The transfer of any line of work, or any part thereof to or from a college, from or to some other administrative group shall be made on recommendation of the Senate and approval of the Board of Trustees.

(e) The faculty shall elect its own secretary and committees.

(f) There shall be an executive committee of two or more members, composed of or selected from the professors and associate professors in the college, elected annually by the faculty, to advise the dean in the administration of the college and to transact such business as may be delegated to it by the faculty. The dean shall be *ex-officio* a member and chairman of this committee.

#### THE DEAN

8. (a) The dean shall be the chief executive officer of the college, and he shall be responsible to the President for its administration.

(b) He shall be elected biennially by the Board of Trustees on nomination of the President. On the occasion of each such election, the President shall have the advice of the executive committee of the faculty concerned.

(c) (1) The dean shall call meetings of the faculty at such times as he or the executive committee may deem necessary, and shall preside over such meetings; (2) to the end that committee work may be reduced to a minimum he shall formulate and present to it policies for its consideration; however, the foregoing clause shall not be interpreted to abridge the right of any member of the faculty to present any matter to the faculty; (3) he shall make reports on the work of the college; (4) he shall oversee the registration and the progress of the students in the college; (5) he shall be responsible to the President for the educational use of the buildings and rooms assigned to the college, and the general equipment of the college as distinct from that of the separate departments; (6) he shall serve as the medium of communication for all official business of the college with other university authorities, the students, and the public; (7) he shall represent the college in conferences, except that additional representatives may be chosen by the faculty for specific conferences; (8) he shall prepare the budget of the college in consultation with the executive committee of the college; (9) he shall recommend the appointment, reappointment, or promotion of the officers and members of the teaching staff. In the case of appointment, reappointment, or promotion to the rank of professor or associate professor, he shall make his recommendation after consultation with the chairman and executive committee, or with the heads of the departments concerned; in case the college has no departments, the dean shall make such recommendations after consultation with the executive committee of the college; recommendations to positions in the teaching staff shall ordinarily originate with the department, or, in cases of groups not organized as departments, with the officers in charge of the work concerned, and shall be presented to the dean for transmission with his recommendation to the President; (10) in case recommendations from the colleges are not ap-

proved by the President, the dean shall have, with the consent of the Board, the opportunity of presenting the same in person before the Board of Trustees in session.

#### THE SCHOOL

9. (a) The school is an educational and administrative unit occupying a status between that of the department and the college.

(b) A school organized as an independent administrative unit shall be governed by the same regulations as a college.

(c) A school included within a college shall be under the general direction of the faculty of that college, which with the approval of the Senate may delegate specific powers to the school.

#### THE DIRECTOR OF A SCHOOL

10. (a) The chief executive officer of the school organized as an independent unit shall be a director or a dean, appointed biennially by the Board of Trustees, on the recommendation of the President. In the selection of such a dean or director, the President shall have the advice of the executive committee of the faculty concerned. Within the school the duties of a director or a dean shall be the same as those of the dean of a college.

(b) The chief executive officer of a school included within a college shall be a director appointed biennially by the Board of Trustees, on the recommendation of the dean of the college and of the President.

#### THE DEPARTMENT

11. (a) The department is the primary unit of education and administration within the University. It may include all persons engaged in the teaching and investigation of any subject or phase thereof or of closely related subjects.

(b) A department may be organized either with a chairman or with a head.

#### A DEPARTMENT ORGANIZED WITH A CHAIRMAN

12. (a) The chairman shall be appointed biennially by the Board of Trustees on nomination presented by the President after consultation with the dean of the college and the executive committee of the department concerned.

(b) In each department organized with a chairman, the voting faculty shall consist of the instructors, associates, assistant professors, associate professors, and professors. In consultation with the executive committee, the chairman may invite other persons to attend departmental meetings.

(c) The voting faculty of the department shall have power to determine such matters as do not so affect relations with other departments or colleges that they properly come under the supervision of larger administrative units. The department shall have the fullest measure of autonomy consistent with the maintenance of general college and university educational policy and correct academic and administrative relations with other divisions of the University. In questions of doubt arising as to the proper limits of this autonomy between the department and some other university officer or authority, the department shall be entitled to appeal for a ruling directly to the dean and the executive committee of the college and in extreme cases to the President in consultation with the Council.

(d) In each department organized with a chairman, there shall be an executive committee composed of men of the rank of assistant professor or above, elected annually by the voting members of the department. The chairman of the department shall be *ex-officio* a member and the chairman of this committee. The chairman and the executive committee shall be responsible for the preparation of the budget and for such matters as may be delegated to them by the voting faculty of the department. In a department which has a voting faculty of five members or fewer the executive committee shall consist of all persons of the rank of assistant professor or above.

(e) In each department organized with a chairman, that officer shall be responsible for the formulation and execution of departmental policies and the execution of university and college policies in so far as they affect the depart-

ment; he shall have power to act independently in such matters as are delegated to him by the executive committee; he shall report on the teaching and research of the department; he shall have general oversight of the work of students in the department; he shall collaborate with the executive committee in the preparation of the budget and be responsible for the expenditure of departmental funds for the purposes approved by the executive committee; he shall have general charge of departmental property; and he shall call and preside over all meetings of the department and of the executive committee. The chairman together with the executive committee shall be responsible for the organization of the work of the department, and for the quality and efficient progress of that work.

(f) In the administration of his office the chairman shall recognize the individual responsibility of other members of the department for the discharge of the duties committed to them by their appointments, and shall allow proper scope to the ability and initiative of all members of the department.

#### A DEPARTMENT ORGANIZED WITH A HEAD

13. (a) The head of a department shall be appointed on indefinite tenure by the Board of Trustees on nomination presented by the President after consultation with the dean of the college and all the members of the department of professorial rank. He may, however, be relieved of his duties and title as head of the department by the Board of Trustees, on recommendation of the President in consultation with the dean of the college.

(b) The head of the department shall have power to determine such matters as do not so affect relations with other departments or colleges that they properly come under the supervision of larger administrative units. The department shall have the fullest measure of autonomy consistent with the maintenance of general college and university educational policy and correct academic and administrative relations with other divisions of the University. In questions of doubt arising as to the proper limits of this autonomy between the department and some other university officer or authority, the department shall be entitled to appeal for a ruling directly to the dean and the executive committee of the college and in extreme cases to the President in consultation with the Council.

(c) In each department organized with a head, that officer shall have general direction of the work of the department. He shall consult with the other members of the departmental staff on indefinite tenure, or with the heads of the several divisions, organized as an advisory committee, in regard to the departmental policies, and with each member of the department regarding the nature and scope of the work in his charge. He shall call meetings of the departmental staff for explanation and discussion of policies, educational procedure, and research. The head shall be held responsible, however, for the organization of the work of the department, for the quality and efficient progress of that work, and for the formulation and execution of departmental policies, and the execution of university and college policies in so far as they affect the department. He shall report on the teaching and research of the department, have general oversight of the work of students in the department, prepare departmental budgets, and be responsible for the distribution and expenditure of departmental funds, and for the care of departmental property.

(d) In the administration of his office the head shall recognize the individual responsibility of other members of the department for the discharge of the duties committed to them by their appointments, and shall allow proper scope to the ability and initiative of all members of the department.

#### CHANGE OF DEPARTMENTAL ORGANIZATION

14. On the written request of at least one-fourth of the members of the department of the rank of assistant professor and above, and in no case fewer than two members, to change the form of the organization of the department, it shall be the duty of the dean to call a meeting to poll by ballot the members of the department of the ranks of assistant professor and above, and transmit the result of the vote to these members of the department and



to the President together with his recommendation, and if a change of organization is advised, the President shall thereupon make a recommendation to the Board of Trustees.

#### GRADUATE SCHOOL

15. (a) The Graduate School shall be organized with a teaching faculty, an executive faculty, and a dean.

(b) Except as otherwise provided under this heading the Graduate School shall be governed by the same regulations as a college. The teaching faculty of the Graduate School shall consist of the President, the dean, and all those who on recommendation of the department have been approved by the executive faculty to be in independent charge of courses designed for graduate students, or of theses to be submitted for higher degrees.

(c) The executive faculty shall consist of ten or more members chosen annually from the teaching faculty, and the dean, who shall be *ex-officio* a member and chairman of the executive faculty. Of this number the teaching faculty shall elect three, and the remainder shall be appointed by the President in consultation with the dean and the three members elected by the teaching faculty. The executive faculty shall advise the dean in the administration of the school.

(d) The method of appointment and the duties of the dean of the Graduate School shall be the same as those of the dean of a college. In the appointment to the staff of any college or school of a person who may be expected to offer courses open to graduate students, or to supervise theses submitted for higher degrees, the dean of the Graduate School shall be consulted by the dean of the college, or the director of the school in which the appointment is to be made.

#### EXCHANGE PROFESSORS

16. On the recommendation of the head or chairman of a department and with the approval of the dean, the President, and the Board of Trustees, a professor, associate professor, or assistant professor may be permitted to exchange for a period of one year or one semester his position with a professor of approximately equal rank in another university, provided the arrangement does not involve substantial increase in the cost of instruction. The professor with whom the exchange is made shall during his period of service in this University be subject to the rules governing appointments and conditions of service applicable to regular members of the faculty.

#### VISITING LECTURERS

17. In accordance with the existing practice, scholars of eminence from other universities and men of affairs who have achieved distinction in their professions may be invited from time to time to give one or more public lectures at this University. The fund for this purpose shall be administered by a committee consisting of the Dean of the Graduate School, the Provost, and one member of the Senate to be appointed by the President.

#### SUMMER SESSION

18. (a) All courses for which credit towards a degree is given in the Summer Session shall be maintained at the same grade and standards as other work in the University. The scope and character of the courses offered therein shall be outlined by the respective departments and the director of the Summer Session, and shall be approved in the same manner as other courses.

(b) The director shall be appointed biennially by the Board of Trustees, on the recommendation of the President of the University. He shall be the chief executive of the Summer Session, and shall have therein the same duties as the dean of a college.

(c) There shall be an executive committee, appointed by the President, which shall assist the director in the administration of his office, including the formulation of plans and the preparation of a budget.

(d) Appointments to the academic staff of the Summer Session shall be made by the President, on the joint nomination of the department and the director.

#### LIBRARY

19. (a) The Library includes all such books, pamphlets, periodicals, maps, music scores, photographs, prints, manuscripts, and other materials as are commonly preserved and used in libraries, purchased or acquired in any manner by the University to aid students and investigators.

(b) The Library shall be in charge of the Director of the Library, who shall be responsible for its arrangement and care and for the organization of the Library staff; in the purchase of books and similar material, he shall act in accordance with business methods approved by the Comptroller. He shall make to the President an annual report on the condition and needs of the Library and on the work of the staff. With the approval of the President, the Director of the Library may establish branch libraries within the University when in their opinion efficiency in cataloguing, ordering, and other matters of library administration, and the general welfare of a particular college, school or department will thereby be promoted; and when such action has been taken, the Director may delegate appropriate powers to the assistants in charge of such branches.

(c) The Director shall be elected biennially by the Board of Trustees, on the nomination of the President of the University. On the occasion of each such election, the President shall have the advice of the Senate Library Committee, to which for this purpose he shall add two members of the Library staff.

(d) Members of the Library staff shall be appointed by the Board of Trustees on the recommendation of the Director of the Library as approved by the President, and may be given appropriate academic rank.

(e) A standing committee of the Senate on the Library shall apportion the library book funds, and shall advise with the Director in matters pertaining to the Library. The Director shall be *ex-officio* a member of the Committee.

#### THE DEAN OF MEN AND THE DEAN OF WOMEN

20. (a) The Dean of Men and the Dean of Women shall be appointed biennially by the Board of Trustees on the nomination of the President.

(b) The Dean of Men and the Dean of Women shall be general advisers for men and women students respectively. Their duties shall be advisory and not regulative. The functions they perform shall include personnel work, vocational direction, and guidance in problems involving intellectual, emotional, and social adjustments. They shall be empowered to summon students for consultation and advice. The Dean of Men and the Dean of Women shall be members of the Senate Committee on Student Organizations and Activities.

#### THE REGISTRAR

21. (a) The Registrar shall be appointed by the Board of Trustees on the recommendation of the President.

(b) He shall conduct general correspondence with prospective students, pass upon the credentials of students entering the colleges and schools, supervise their entrance examinations, and have charge of their matriculation, registration, and their academic records.

(c) The Registrar shall assess all term fees, tuition, and other fees of students imposed by their attendance on the University and shall report the same to the Comptroller for collection. He shall keep detailed records of all such fees assessed and shall submit these original records for audit at the time the accounts of the Comptroller and the Treasurer are audited.

#### THE UNIVERSITY PRESS

22. The Director of the University Press shall be appointed by the Board of Trustees on the nomination of the President of the University.

(a) He shall have charge of the work of editing, printing, and distributing the publications of the University.

## ACADEMIC FREEDOM

23. Freedom in teaching and in the pursuit of knowledge shall be maintained, but such freedom of teaching shall not include the right to advocate or teach in the classroom or elsewhere the overthrow of our present form of government by force or violence.

## APPOINTMENTS, RANKS, AND PROMOTIONS

24. (a) All appointments, reappointments, and promotions of members of the staff shall be made by the Board of Trustees, on recommendation presented by the President.

(b) Appointments shall be made on the merit basis, solely with respect to the special fitness of the individual for the work demanded in the position.

(c) The following ranks in the academic staff shall be recognized: professor, associate professor, assistant professor, associate, instructor, lecturer, assistant. The principal officers of the administrative staff may be accorded an appropriate academic rank, with the rights and privileges pertaining thereto.

(d) Recommendation to positions in the academic staff shall ordinarily originate with the department, or, in cases of groups not organized as departments, with the officers in charge of the work concerned, and shall be presented to the dean of the college for transmission with his recommendation to the President. In case the appointment or promotion of members of the rank of professor or associate professor is involved, the dean shall consult the chairman and the executive committee, or the head of the department concerned, or, if the college has no departments, the executive committee of the college, before making his recommendation. If the appointment involves a person who may be expected to offer courses open to graduate students, the dean of the college concerned shall consult also the dean of the Graduate School.

(e) In determining appointments to, and salaries and promotion in, the academic staff, special consideration shall be given: (a) to the teaching ability of the appointee or prospective appointee; (b) his research ability and achievement; and (c) his general usefulness or promise thereof to the University.

## TENURE

25. (a) An appointment as professor or as associate professor shall be for an indefinite term; provided, however, that when a person's first appointment in this University is to a professorship, or an associate professorship, such appointment may be for any limited term, but a reappointment following shall be for an indefinite term. Appointments below the rank of associate professor shall be made for a definite term. Tenure may be terminated by: (1) honorable retirement; (2) acceptance of resignation; or (3) discharge for cause.

(b) Cause for discharge shall consist of conduct seriously prejudicial to the University through deliberate infraction of law or commonly accepted standards of morality, neglect of duty, or inefficiency or incompetency. The enumeration of causes for discharge shall not be deemed exclusive and the Board of Trustees reserves the power to discharge a member of the staff or to refuse to renew a contract of employment for other causes, but it is to be distinctly understood that this power will be exercised only under exceptional circumstances and then only for conduct which is clearly prejudicial to the best interests of the University.

(c) No appointee shall be removed before the expiration of his term of service without first having been presented with a written statement detailing the charges against him, together with a summary of the evidence in support of the same. After the presentation of charges he shall have the opportunity of a hearing before the Board of Trustees.

## ALL UNIVERSITY POSITIONS ON MERIT BASIS

26. The Board stamps with its strongest disapproval any disposition to make patronage out of University appointments. Political, social, fraternal, or church influences are to be altogether ignored, and every appointment must be made on the merit basis. The President and other officers of the University are to feel fully assured that the Trustees will heartily support them in acting on this principle.



## TERMS OF EMPLOYMENT

27. (a) In the absence of some special arrangement, the employment of members of the faculty will be either continuous or for a period of ten months. Those continuously employed must hold themselves in readiness for service at any time during the year, and will receive their salary in twelve monthly installments. The others will receive their salary in ten monthly installments, and their employment will be from September 1 to July 1, within which period they must at all times be in readiness for any required service.

(b) It is assumed that all persons worthy of continuous employment will be interested above all else in developing the work of their departments, will have no interest incompatible therewith, and will give the utmost of their powers at all times to the promotion of that end.

(c) The following schedule covers the amount of work the assistants of different grades of pay should give the University and the amount of graduate work to be allowed.

<i>Title</i>	<i>Nature of Work</i>	<i>Sem. Hrs.</i>	<i>Service Clock Hrs.</i>	<i>Graduate Work</i>
Assistant (full-time).....	Teaching	16*	....	1 unit
Assistant (half-time).....	Teaching	8*	....	2 to 3 units
Assistant (quarter-time).....	Teaching	4*	....	3 to 4 units
Lab. Asst. (full-time).....	Lab. Supervision	....	24	1 unit
Lab. Asst. (half-time).....	Lab. Supervision	....	12	2 to 3 units
Lab. Asst. (quarter-time).....	Lab. Supervision	....	6	3 to 4 units
Research Asst. (full-time).....	Aid in Research	....	40	1 unit
Research Asst. (half-time).....	Aid in Research	....	20	2 to 3 units
Research Asst. (quarter-time).....	Aid in Research	....	10	3 to 4 units

(d) The importance of rest and recreation to teachers is recognized, and it is desired that all shall have reasonable vacations, and shall use their vacations rationally to promote the ends for which they are afforded; but it must not be supposed that the vacation of the faculty extends from Commencement day to the day when instruction begins in September. All members of the faculty will be expected to be in actual attendance up to the first day of July and on and after the first day of September, except on leave extended, for special reasons, by the President of the University; and in July and August all above the rank of instructor will keep the President notified of their whereabouts and will respond quickly to any call for service.

(e) In case a member of the faculty intends to leave the service of the University it is but fair that the President of the University shall be advised, at least as soon as such purpose has been determined on. In case a resignation is presented to take effect at some future time the Board will exercise its right to terminate the service at that time, or at some earlier date, as may seem just to all the interests involved. In case a member of the faculty accepts or enters on regular employment elsewhere before the termination of service here, that fact will work a termination of service and cessation of salary here. Absence from ordinary service in the University, for any other cause than sickness, must be with the approval of the President, if for less than ten days; and if for a longer time, with the approval of the Board of Trustees. All absences of regular appointees, whether instructional, scientific, administrative, or clerical, are to be reported. Forms for report of absences of faculty, etc., will be furnished by the President's Office. All absences, including vacations, of one day or more of Civil Service appointees and other persons on the clerical, stenographic, and secretarial staff are to be reported on forms provided by the Business Office. When a person in the employ of the University resigns or is absent in a way that involves cessation of pay, informal notice should be given immediately to the Business Office in addition to the notice

\*In case of courses which require a large amount of outside work upon papers, for example, rhetoric, or intensive laboratory work with full sections, as in chemistry or zoology, this maximum will be correspondingly reduced as determined in each case by the Dean.

sent to the President. For any failure to comply with all the conditions of loyal and interested service, which are an honorable obligation on all members of the faculty, the Board of Trustees will feel free to withhold salary so far as the interests of the University and justice to others may seem to demand. The appointment of any person for a definite term does not carry with it any guarantee or implication that the Board of Trustees will renew the appointment at its termination, even tho the appointee may have discharged his duties satisfactorily. Any appointment, if accepted, must be accepted with this stipulation.

(f) If acceptance of any appointment is not received by the Secretary within thirty days after the date of the appointment, the appointment shall become invalid and without effect unless, for satisfactory reasons, the President of the University extends the period of acceptance.

(g) The persons composing the force of administrative officers, and the clerks and other employees of the departments, and the faculty, shall be employed and salaries fixed by the Board.

(h) Salaries for teaching in the Summer Session shall be approximately 16 per cent of the annual salaries for the ranks involved; with a maximum of \$900.

(i) Temporary employees may be engaged by heads of departments subject to the approval of the Comptroller and the President of the University; provided that an appropriation to meet the expense has previously been made by the Board of Trustees.

#### LEAVE OF ABSENCE FOR PROFESSORS

28. On the recommendation of the head or chairman of a department, and with the approval of the dean, the President, and the Board of Trustees, a member of the faculty who has the rank of professor, associate professor, or assistant professor and who has served the University at least six years since his original appointment or since the termination of his last leave on salary, may be granted a leave of absence for one year with pay equal to one-half the annual salary which he is then receiving, for the purpose of study, research, or other pursuit the object of which is to enable him to increase his professional efficiency and usefulness to the University.

In lieu of this privilege, leave may be granted for a half year for the same purpose, at full salary, *provided*, that the department in which the applicant is teaching or working undertakes to carry on, so far as is practicable, during his absence and without increase in the departmental budget, such part of his work as the interests of the department and of the University require to be continued without interruption during the period in which he is absent.

In cases where the interests of the department and the University would clearly be subserved thereby, leave may be granted for a half year at half pay, at the end of three years of consecutive service, *provided* that the granting of the leave does not involve expense to the University in excess of the portion of salary which is released in consequence of taking such leave.

Each person who has been on leave of absence shall, on the termination of his leave, make a report to the President concerning the nature of the studies, research, or other work undertaken by him during the period in which he was absent.

A member of the faculty to whom a leave of absence has been granted in pursuance of the above mentioned rules shall agree to return to the University on the expiration of his leave and to remain in its service for at least one year thereafter and the University, on its part, shall agree to retain him in its service for the period of one year after his return.

It is understood that leaves of absence granted in accordance with the foregoing rules, with the privileges appertaining thereto, are given to members of the faculty primarily for the purpose of enabling them to acquire additional knowledge and competency in their respective fields. No one to whom a leave of absence has been granted with pay shall be permitted while on such leave to accept remunerative employment or engage in professional practice or work for which he receives pecuniary compensation. This prohibition, however, shall

not be construed to forbid a professor while on leave from giving a limited number of lectures or doing a limited amount of other work. But in such cases the approval of the President to the giving of the lectures or the doing of other work shall be required. Nor shall the prohibition be interpreted to forbid the acceptance by a professor, while on leave, of a scholarship or fellowship carrying a pecuniary stipend for the purpose of study, research, or scientific investigation, or the acceptance of a grant of money made for such purposes, provided the acceptance of the grant does not impose on the professor accepting it duties and obligations the performance of which would be incompatible with the pursuit of the general purpose for which leaves of absence are granted.

#### EXEMPTION FROM FEES

29. All persons on university appointment or on appointment in allied surveys and laboratories in Urbana and the research and educational hospitals in Chicago, eligible for admission to university work, may be permitted to attend university classes for credit, on condition that they register and pay either the regular incidental fees in the college in which they are registered, or, at their election, fees assessed as follows:

(a) For undergraduate and professional work in the colleges and schools at Urbana, \$2.50 a credit hour;

(b) For undergraduate work in the Colleges of Medicine, Dentistry, and Pharmacy, such a proportion of the regular tuition fees as the work taken in any year of the curriculum bears to the total clock hours required for that year;

(c) For graduate work at Urbana or Chicago, at the rate of \$10 a unit.

Provided, however, that persons on scholarship or fellowship appointment in the Graduate School, or on university appointment at a salary of \$1,600 a year or less who are registered in the Graduate School, shall be exempt from the payment of such fees in courses counting for graduate credit.

All persons shall pay the matriculation fee, and the usual laboratory fees in courses in which there are such fees. Provided, however, that persons on scholarship or fellowship appointment in the Graduate School, or on university appointment at a salary of \$1,600 a year or less who are registered in the Graduate School, shall be exempt from the payment of laboratory fees in courses counting for graduate credit.

#### RETIRING ALLOWANCES AND DEATH BENEFITS

30. WHEREAS, It is believed by the Board of Trustees of the University of Illinois, that the stability and permanency of its faculty and educational, administrative, and mechanical staff is an essential factor in the success of the University; and that such stability and permanency cannot be acquired and maintained to its full extent unless reasonable provision is made for death benefits and retiring allowances for certain members of said faculty and staff, thus to induce them to remain with the University for long periods of time, and thereby develop their best work and zeal for its welfare:

*Therefore, It is Resolved*, BY THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS, that from and after September 1, 1925, the compensation of all members of said faculty and staff and other employees of the University (except as hereinafter stated) shall be increased, and they shall be thereafter employed on contracts which shall provide, among other things, that compensation for their services shall be paid to them by the University as follows, to-wit:

I. Such part thereof in cash as the Board shall from time to time fix and determine, to be paid to them for such time only as they shall satisfactorily perform the services of their respective employments.

II. A part thereof in the value of death benefits to be provided or secured by the Board of Trustees for them, or their respective heirs, legal representatives, assigns, or designated beneficiaries, based on the cash portion of compensation agreed to be paid to them respectively, for the academic year during



which death shall occur, in the following amounts and under the following conditions, to-wit:

- Death during first year of service, nothing.
- Death during second year of service, 10% of cash portion of compensation.
- Death during third year of service, 15% of cash portion of compensation.
- Death during fourth year of service, 20% of cash portion of compensation.
- Death during fifth year of service, 25% of cash portion of compensation.
- Death during sixth year of service, 30% of cash portion of compensation.
- Death during seventh year of service, 35% of cash portion of compensation.
- Death during eighth year of service, 40% of cash portion of compensation.
- Death during ninth year of service, 45% of cash portion of compensation.
- Death during tenth or any succeeding year of service, 50% of cash portion of compensation.

*Except and Provided, However,* that no death benefit shall be in excess of \$3,000.

Death benefits shall not be paid in the following cases:

- (a) If member commits suicide.
- (b) If in the judgment of a majority of the members of the Board of Trustees, a member's death is caused or substantially contributed to by his use of intoxicating liquor, or by his violation of any law, the punishment for which is death or imprisonment. And the decision of said Board of Trustees shall be conclusive in this behalf.
- (c) If a member has ceased active service for the University, except in case he has retired on a retiring allowance from the University.
- (d) When death occurs in circumstances making the same compensable under the State Workmen's Compensation Act.
- (e) No member of the faculty or staff of employees shall be entitled to receive death benefits from the University, unless he has been in the continuous employ of the University for at least ten months. Members of the faculty employed in successive academic years shall be held to be in continuous employment even though their cash compensation is paid in or for less than twelve months of any academic year.

(f) Cash compensation paid for summer session teaching or for any other extra service not covered by the regular annual salary for the academic year will not be included in the computation of death benefits.

III. As to all members of the faculty, and educational, administrative, and mechanical staff who have been in the service of the University of Illinois for fifteen or more years, at least the last seven years of which shall have been continuous, and who shall be in the employment of, and active service for the University at the time for retirement as hereinafter provided, a part of the compensation for their services shall be paid in the value of retiring allowances to be provided or secured for, or paid to, them by the Board of Trustees, in the following amounts and under the following conditions, to-wit:

(a) A member of said faculty or staff shall retire at the age of 68 years, unless upon his request and upon the recommendation of the President of the University, the Board of Trustees shall permit him to continue in active service. Such extension of the period of active service shall be for one year only, but may be renewed at the end of any extension. Retirement at the age of 68 shall in general mean retirement upon the first day of September following the 68th birthday anniversary. In exceptional cases and for substantial cause, retirement hereunder may be permitted by the Board at any time after a member reaches 65 years of age.

(b) Upon retirement there shall be paid to the member retiring, during his life, an amount equal to twenty-five per cent of the average cash portion of compensation which has been paid to him during the last five years prior to retirement together with one per cent of such average amount additional for each year of his service at the University of Illinois; the maximum payment however, not to exceed one-half of such average amount. Provided, however, that no retiring allowance shall be paid in excess of \$6,000 per year to a President of the University, \$4,000 to a dean, or other General Administrative Officers, and \$3,000 to other members. In case a member of the staff retired under these

rules has been on leave of absence on half pay under the university regulations in any one of the five years preceding his retirement, or for part of any one of the five years, the full salary rate for the year of absence shall be taken in computing the average of the cash compensation of the five years on the basis of which the allowance is determined. In the case of a member who has been absent in any one of the five years, or part of any one of said five years, without salary, absence having been with the approval of the Board of Trustees, the salary received for the year preceding the year of absence shall be the amount used for the cash compensation in the year of absence for the purpose of computing the average cash compensation for the five years.

(c) All members of the staff retired hereunder shall be subject to call by the Board of Trustees for the performance of such specific duties for the University as shall be assigned to them by the President of the University.

IV. As the additional compensation in death benefits and retiring allowances herein provided is to be paid to secure the stability and permanency of said faculty and staff; therefore, all rights and claims of any member of said faculty and staff in or to death benefits and retiring allowances, are forfeited, and shall cease, with the termination of service of such member for the University, whether such termination is voluntary or otherwise. For the purpose of this scheme of retiring allowances, members of the faculty or staff employed in successive academic years or on other term appointment shall be held to be in continuous employment even though their cash compensation is paid in or for less than twelve months of any academic year.

V. The Board of Trustees reserves the right to alter, modify, or annul all or any part of the provisions for compensation to members of the staff as provided herein, at the end of any academic year, without liability; all claims and rights of members hereunder shall be subject to such modifications, alterations, or termination.

#### PRIVILEGES OF RETIRED MEMBERS OF THE ACADEMIC STAFF

31. (a) If a member of the staff under retirement is provided with research assistance, he shall, at the end of each academic year, not later than June 1, make a report in at least general terms directly to the President, of the work he has been doing with this research assistance during the year. In no case may a research assistant be granted to a retired member of the staff for a longer period than one year at a time, and such assistant may be continued only if the annual report of work shows progress or promise.

(b) With the approval of the department head and dean of the Graduate School, and of the President, a retired member of the faculty may offer conferences with advanced students in his line of work if such member had offered graduate courses before his retirement.

#### HOURS, HOLIDAYS, AND VACATIONS OF THE CLERICAL, STENOGRAPHIC, AND SECRETARIAL STAFF

32. (a) Forty-four full hours a week through the entire year are required of all full-time clerical, stenographic, and secretarial employees, vacations, as indicated below, excepted.

Appointment to a clerical, stenographic, or secretarial position is understood to be for full time as herein defined except as otherwise indicated and approved. Allowance for time to take work in the University must be made as deduction from full-time schedule and from full-time salary, unless time allowed for classes is made up in full.

(b) Offices will be closed and clerical, stenographic, and secretarial staff excused, except in emergency, on the following legal holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day.

Closing of offices at other times when University exercises are suspended will be only with the approval of the President of the University.

(c) Persons on the clerical, stenographic, and secretarial staff are entitled to vacation on pay only after one full year of service has been completed. If

to the advantage of the work of the department a vacation period is granted before the expiration of a full year of service, it is done with the understanding that the full year will be completed.

All persons on the clerical, stenographic, and secretarial staff are entitled to two weeks vacation for each full year of service. Persons on this staff who are under Trustee appointment will be granted vacation privilege to a total of one month's vacation for each full year of service. This will be interpreted as meaning one calendar month's absence (thirty-one days including four Sundays) from the University, whether taken continuously or at intervals during the year. Legal holidays listed under (b) shall not be included in calculating this vacation time. Vacation periods under this rule shall not be cumulative.

(d) Persons on the clerical, stenographic, and secretarial staff may be granted leave of absence with pay because of physical disability, not to exceed fifteen days during any year.

(e) Report of absences of one day or more, including vacations, of all employees on the clerical, stenographic, and secretarial staff is to be made to the Comptroller on forms provided.

#### *Resignations*

In the case of a resignation during the course of a year on the part of a person on Trustee appointment on the clerical, stenographic, and secretarial staff, the resignation being satisfactory to the University, proportionate vacation allowance on the basis of Civil Service vacation rights (two weeks per year) will be granted. Persons not on appointment who leave their positions before the expiration of any year's service will not be entitled to vacation allowance for that year.

#### HOOURS, HOLIDAYS, AND VACATIONS OF THE MECHANICAL AND LABOR STAFF

33. Persons employed as technicians, storekeepers, mechanics, laboratory helpers, toolroom attendants, skilled or unskilled laborers on weekly or monthly basis of pay or continuously employed on an hourly basis of pay, shall be subject to the following rules:

(a) Forty-four full hours a week throughout the entire year shall constitute the normal requirement of all full-time employees in such positions, vacations as indicated below excepted. The President may adjust the required number of working hours in any group of employees.

(b) Laboratories and shops will be closed and employees excused on full pay except in emergency and for necessary operations on the following legal holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day. Persons whose services are required on any of these holidays may be given corresponding leave at other times, at the convenience of the department.

(c) Persons employed in positions enumerated above for a full year on full time are entitled to two weeks' vacation on pay (including two Sundays). Persons employed on this staff, who are on Trustee appointment and who have been employed a full year on full time are entitled to one month (thirty-one days including four Sundays) vacation on pay under the same conditions as those applying to the clerical staff, subject to applicable rules of the State Civil Service Commission. Legal holidays listed under (b) shall not be included in calculating this vacation time. Vacation periods under this rule shall not be cumulative.

(d) Persons employed in these capacities may be granted leave of absence with pay for physical disability not to exceed fifteen days during any year.

#### SERVICES RENDERED THE UNIVERSITY

34. No one connected with the instructional or administrative staff of the University shall be employed in any work which does not naturally come within the scope of his duties, and for which additional compensation will be expected, without the approval of the President of the University.



## WAGES OF STUDENT ASSISTANTS

35. All student employment is to be made on the basis of a classification and scale of wages of student assistants approved from time to time by the President of the University. (Copies of this classification may be secured from the Business Office).

## PHYSICAL EXAMINATION FOR UNUSUALLY HAZARDOUS WORK

36. A physical examination is required as a condition of receiving permission to engage in unusually hazardous work.

## IMMUNIZATION AND PHYSICAL EXAMINATION OF EMPLOYEES

37. Employees of the University whose duties require them to handle food products shall be required to be immunized against typhoid fever, and such employees shall be subject to periodical medical examinations under the supervision of the University Health Officer, and no individual shall be employed in duties of this kind who shows symptoms of tuberculosis or of venereal or other communicable disease.

## TRANSMISSION OF COMMUNICATIONS AND REPORTS

38. All communications from members of the staff or from students to be presented to the Board of Trustees for action, shall be first presented in duplicate to the President of the University for his examination and recommendation, and for such suggestions as he may deem proper.

(a) The President of the University may in the exercise of his free discretion send to the members of the Board of Trustees in advance of meetings such reports or parts of reports of deans or other officers as in his judgment will be likely to aid the Trustees in the better understanding of matters to come before the Board.

39. Any member of the faculty shall report to any superior authority on request. All communications to superior authorities, whether made pursuant to request or voluntarily offered, shall, unless otherwise specially directed, be transmitted through all intermediary officers, to the end that they may have knowledge thereof and an opportunity to comment thereon if they think advisable.

## ANNUAL REPORTS

40. On or before the first day of June in each year, each dean and director, and each head of a general university department, shall make to the President an annual report in which he shall treat fully of the work of his college, school, or department. Any of these university officers may make reports or advance suggestions at any time and shall report to the President whenever requested to do so. All reports intended for publication shall be addressed to the President for submission to the Board.

## LABORATORY PRIVILEGES FOR SCHOLARS FROM OTHER UNIVERSITIES

41. The President of the University is authorized to extend the privilege of working in the various laboratories of the University without charge to members of the faculties of other colleges or universities of the world, provided they be recognized as authorities in their respective fields and come to the University with written credentials from the faculties of their institutions or from their governments, asking that they be received as guests.

## ATTENDING TEACHERS' ASSOCIATIONS

42. The President of the University is authorized to determine at what meetings it seems sufficiently desirable that the University shall be represented to justify the expense thereof; that he feel free to attend such meetings himself, if he thinks it desirable to do so; and if not, that he arrange for such representation as he thinks proper, and that the expense thereof be a university charge.

## POLICY REGARDING CERTAIN KINDS OF RESEARCH PROBLEMS

43. The University is frequently asked by corporations or individuals to undertake problems of research that have a direct bearing upon the business of the corporation or the individuals making the request. Such requests are sometimes accompanied with a statement that, since the corporation or individual in question is paying the expense of the investigation, it or he should have the exclusive benefit of the results. In order that there may be no misunderstanding about the attitude of the University on such matters, the following declaration of policy has been adopted:

(a) When the University undertakes a scientific investigation or piece of research, whether of its own initiative or at the request of outside parties, the results of the investigation are the property of the University, to be given to the public for the advancement of knowledge. The University will not in any case make an agreement with an individual or corporation to give it permanently the exclusive benefits of the results of such investigation or research, even tho the investigation or research be conducted with money contributed by said individual or corporation. Consent for any publicity by the donor of funds, in advance of publicity by the University, must be obtained from the Board of Trustees. Reports of progress shall be sent to the members of the Patent Committee of the Board at the same time as to the donor.

(b) The University stands ready at all times, within the limits of its means and its responsibilities, to cooperate with any individual or corporation in helping it to solve its specific technical problems and to overcome difficulties or accomplish improvements in its processes in all cases in which the problem to be solved is peculiar to the individual corporation asking help from the University and is not a problem the results of which are in the nature of information which, if disseminated among the people, could be utilized by the public at large as a means of advancing knowledge or improving conditions of life. However, when the University undertakes such cooperation, it will be in return for payment, according to terms agreed upon between the University and the other party concerned.

(c) It is agreed by the outside party or parties that they will not under any circumstances use the name of the University of Illinois in any advertisement, whether with reference to the cooperative agreement or any other matter.

(d) Contracts for all agreements for cooperative research shall contain the following clause or its substantial equivalent:

It is agreed by the parties to this contract that all results of experimental work, including patentable discoveries, carried on under the direction of the scientific staff of the University, belong to the University and to the public and should be used and controlled so as to produce the greatest benefit to the public. It is understood and agreed that if patentable discoveries grow out of the investigation and such discoveries have commercial value, the party of the second part will receive preferential consideration as a prospective licensee, with a view to compensating the second party in part for the assistance rendered in the investigation.

## PATENTS ON DISCOVERIES OR INVENTIONS

44. (a) The principle is recognized that the results of experimental work carried on by or under the direction of the scientific or teaching staffs of the University, and having the expense thereof paid from the university funds or from funds under the control of the University, belong to the University and the public and should be used and controlled in ways to produce the greatest benefit to the University and the public.

(b) In case of valuable discoveries and inventions resulting from experimental work or of discoveries and inventions which may be expected to have a basic relation to other discoveries or inventions of commercial importance, the practice is hereby established of taking out patents to be controlled by the University; and any member of the scientific or teaching staffs of the University who has made a valuable discovery or invention as the direct result of his regular duties on university time and at university expense, may be re-

quired to patent his discovery or invention, the expenses connected therewith to be borne by the University.

(c) Application for a patent to cover such discoveries or inventions shall be made in such cases as are approved by the President of the University, after consultation with the discoverer or the inventor and the appropriate dean or director, and on its issue the patentee shall assign the patent to the Board of Trustees of the University of Illinois for a nominal consideration.

(d) The Board of Trustees shall administer the rights under the patents in ways to suit the conditions, dedicating the patent to the public or licensing its use. In case of license, the license shall be made with provisions for the use of the patent, which will safeguard the public during the life of the patent from unreasonable restrictions or exorbitant royalties, for the use of later patents that may depend for their usefulness on a preceding patent secured by the University.

(e) In the event that any sum above a nominal royalty is received by the University for the use of the patent, a proper share of it shall be paid to the patentee.

(f) While the results of experimental work, including patentable discoveries, carried on under the direction of the scientific staff of the University, belong to the University and to the public, it is recognized that the party who originates a research problem, brings it to the University for solution, and pays the cost of the research has an equity in the fruits of that investigation: in the case of cooperative investigations, special agreements for preferential licensing may be made with the cooperating interests, with a view to compensating in part for the financial assistance rendered in the investigation. It is recognized, also, that the University has an obligation to use its facilities to the best interest of industry as a whole and of the general public, and should, therefore, employ the most suitable and practical methods to have its laboratory discoveries made available as speedily as possible, safeguarding the public from undue exploitation while recognizing the interest of the originator and supporter of the research.

(g) This action shall not be construed to include questions of ownership in copyrights on books, or of inventions or discoveries made by members of the teaching or scientific staffs outside of their regular duties and at their own expense.

(h) In case the University declines to bear the expense connected with taking out a patent, the discoverer or inventor may take out the patent and control it himself.

#### POLICY CONCERNING PATENTS

45. WHEREAS, from time to time, members of the university staff have made patentable discoveries and inventions on university time and using university equipment, and

WHEREAS, the policy of the University is that in such cases where it seems best to take out a patent the staff member concerned should assign said patent to the University, and

WHEREAS, it is the duty of the University to conserve and advance the interest of the public in the matter of discoveries and inventions made under its auspices, as in all matters; now, therefore

*Be it Resolved*, that the policy of the University in such matters shall be as follows:

(1) The University will seek to insure the largest possible use of its patented discoveries and inventions. That is to say, it will endeavor in all cases to open up the use of such patents in whatever way will produce the widest and largest benefits to the public at large.

(2) The largest and widest benefits to the public at large through the most extensive use of articles and discoveries thus patented are not always to be attained by the same procedure. If a discovery is simply made public, some corporation or individual may take out a patent and monopolize the invention or discovery. Therefore, simple publication of a notice of a discovery does not insure the largest use or the largest benefit to the public. Publishing



the discovery or invention does not necessarily insure giving its benefits to the public at large.

(3) There are some discoveries of such a character that they should be published so that anyone who wishes to use them may do so, the University simply retaining the patent title, so as to prevent anybody else from taking out a patent and monopolizing the discovery or invention. An illustration of a discovery for which such treatment would be proper would be a fertilizer or a medicine that any manufacturer in these lines could make.

(4) There are cases, however, in which the article can be manufactured only by one or two establishments, because of the large amount of capital necessary or because the use of the new discoveries depends on the utilization of things already patented and owned by other people. In that case it is clear that the public interest will be most largely served by giving a license, even a monopoly license if necessary, for the manufacture of a patent or discovery on a royalty or cash basis.

Therefore, it is the judgment of the Board that the procedure to be followed depends upon the character of the patentable discovery or invention, and that each case must be decided on the basis of that character and a procedure adopted accordingly, in order to secure the largest benefits to the public.

#### COMMERCIAL TESTS

46. Commercial tests or investigations, for individuals, firms, institutions, or corporations may be undertaken by the University of Illinois, when, in the opinion of the head of the department in which the tests would be conducted and of the dean of the college, it is desirable that the work be done. In general, such tests are justified when the results may be of scientific value, or when the necessary facilities do not exist elsewhere or are not readily accessible. Such work will be arranged by the head of the department with the members of his staff in accordance with the nature of their employment, either as a part of their service as scientific employees or as professional work to be done by individual members of the faculty on their own time and responsibility. When necessary or desirable, special assistants may be employed to conduct a specific test or investigation.

A fee shall be assessed for each test sufficient to cover all service rendered or assistance employed, all materials used, the purchase of any special equipment necessary, the wear and tear or repairs of equipment already owned, and the use of any and all facilities of the University in carrying out the test.

In all cases where commercial testing is permitted to be undertaken by individual members of the faculty of the University on their own time and responsibility, it should be clearly understood by the agency requesting such tests that the University as an institution assumes no responsibility for the results obtained.

#### UNIVERSITY SERVICE FOR OUTSIDE PARTIES

47. All persons connected with the University shall observe the requirement that when an application is made by any outside party for any service which the University can render, they shall not say whether the University will or will not undertake to render the service, or on what terms it can be undertaken, but that all such matters shall be referred to the President of the University with power to act in each case, as may to him seem wise.

#### ADVISORY COMMITTEES IN AGRICULTURE

48. (a) Advisory Committees in Agriculture are provided for the following lines of work: Agricultural Economics, Animal Husbandry, Agricultural Engineering, Agronomy (Farm Crops), Agronomy (Soils), Dairy Husbandry, Floriculture, Horticulture.

(b) One member is selected from each of the above advisory committees to constitute an advisory committee for the College of Agriculture as a whole.

(c) These committees are composed of Illinois farmers recommended by the President of the University to the Board of Trustees, appointed from among the members of the agricultural association or associations most representative of the interests involved.

(d) The membership of the various committees consists of from three to five.

(e) All nominations are made anew annually. Service begins on September 1.

(f) The head of the department with which the advisory committee is to render service is responsible for making the nominations, transmitting them through the office of the Dean and Director at the time of recommendations for annual appointments.

#### THE UNIVERSITY COUNSEL

49. The University Counsel shall be appointed by the Board of Trustees on the recommendation of the President of the University.

(a) He shall act as legal adviser to the Board of Trustees and the President of the University.

#### BUSINESS ORGANIZATION AND PROCEDURE

50.

##### *A. General Business Organization*

The Comptroller shall be appointed by the Board of Trustees on the recommendation of the President of the University.

(1) The Comptroller shall:

(a) be the general fiscal agent of the Board. He shall approve for the Board all expenditures for which a general or specific appropriation has been made by the Board as evidenced by its records;

(b) assist the Finance Committee in matters pertaining to the handling of funds and investments and in such other ways as it may direct;

(c) report to the Board quarterly the financial condition and operations of the University for the quarter preceding, and at such times and upon such other matters as it may direct.

(2) The Comptroller shall also:

(a) be the general business agent of the University and shall have general supervision over those offices comprising the Business Office of the University, including those of the Purchasing Agent, Bursar, Chief Accountant, Auditor, and Business Agent of Chicago Departments;

(b) devise and install suitable systems of accounting and business procedure;

(c) designate the place and manner in which financial records shall be maintained.

(d) act as the appointing officer for university positions under State Civil Service and shall represent the University in its relations with the State Civil Service Commission.

The Comptroller shall report to the President and perform such other functions as may be assigned to him by the Board or the President.

##### *B. Receipt and Deposit of Money*

(1) No department shall receive any funds unless authorized by the Comptroller to do so. All funds shall be accounted for and paid over to the Bursar in such manner and at such times as the Comptroller shall direct.

(2) The Bursar shall collect all moneys due the University from any source and shall turn over the same in full to the Treasurer or to the State Treasurer as required by law as soon as practicable after collection.

##### *C. Purchasing and Storerooms*

(1) No obligation shall be entered into excepting on authority of the Board and after a general or specific appropriation has been made by the Board therefor, as evidenced by its records, and after having been approved and recorded by the Comptroller. All appropriations shall lapse at the end of the fiscal year, June 30, unless otherwise especially ordered.

(2) Purchases shall be made on the basis of competitive prices wherever practicable, quality, suitability, and service considered. Purchases amounting to \$1,000 or more made from general funds or non-itemized appropriations shall be submitted to the Board of Trustees or to the Executive Committee, unless, in the opinion of the President of the University, urgent necessity exists that requires immediate action, in which case the President shall act and report promptly to the Board.

(3) In purchasing or contracting for competitive items, so far as it is practicable, sealed bids or quotations will be secured, the announcements to indicate the time and place when the bids will be opened. Bids of a major character shall be publicly opened in the presence of at least one member of the Board of Trustees. Routine items shall be opened in the presence of the Secretary of the Board of Trustees or the Comptroller.

(4) The Purchasing Agent shall purchase or issue orders for the purchase of all articles and materials for all departments of the University in all cases where the Board has not given this authority to some other person or committee. He shall see that the materials or articles delivered are of the quality, kind, and price prescribed. He shall have supervision over all general storerooms except as otherwise provided.

(a) In the purchase of materials and equipment for the various departments of the University, it shall be his duty to secure the advice of members of the departments in the selection of proper qualities or kinds and in the purchase of items for scientific and instructional uses, he shall obtain the approval of the head of the department before placing orders. Purchases of material and equipment for the Physical Plant Department shall be made in accordance with the recommendations of the Director of that department.

#### *D. Accounting and Auditing*

(1) The Chief Accountant shall:

(a) keep or supervise the keeping of the general financial records of the University;

(b) see that all claims against the University are properly verified and approved for payment;

(c) see that all claims in favor of the University are properly accounted for;

(d) prepare all warrants on the Treasurer and vouchers against State appropriations; and

(e) prepare all general financial reports.

(2) The Auditor shall:

(a) verify by continuous audit the transactions and records of all officers and employees responsible for the receipt or expenditure of money, for the keeping of accounts, or for the custody of property;

(b) audit the accounts of all organizations required to submit financial reports to the University.

#### *E. Petty Cash Funds*

(1) The Comptroller is authorized to establish and administer petty cash funds where necessary for the prompt and efficient handling of university business, providing that no single fund of more than \$1,000 may be established without specific action of the Board of Trustees, and provided further that all persons in whose hands a petty cash fund is placed shall be bonded in satisfactory amount. The Board shall designate the banks in which petty cash funds may be deposited and require that persons to whom petty cash funds are advanced make deposits in the banks designated.

#### *F. Bonds of Employees*

(1) The Comptroller, Bursar, Purchasing Agent, and all persons responsible for the collection or handling of money or for signing the name of the President or Secretary of the Board of Trustees to warrants and vouchers of the University, shall furnish adequate surety bonds, the amount thereof to be determined by the Board and the expense to be paid by the University.



*G. Fiscal Year of the University*

The fiscal year of the University shall begin with the first day of July of each year and end on the thirtieth day of June next succeeding, but all reports shall be made as required by law.

## THE PHYSICAL PLANT DEPARTMENT

51. The Director of the Physical Plant Department shall be appointed by the Board of Trustees on the recommendation of the President of the University.

He shall be responsible for the following functions subject to the approval of the President:

- I. Physical plant operation and maintenance at Urbana-Champaign and Chicago including
  - (a) Building maintenance
  - (b) Ground maintenance
  - (c) Operation and maintenance of general university trucks and cars
  - (d) Operation and maintenance of the power plant and distribution system
  - (e) Operation and maintenance of the water station and distribution system
  - (f) Janitor service
  - (g) Fire protection
  - (h) Police and watchmen
  - (i) General superintendence of public functions
  - (j) Physical plant storeroom
  - (k) Physical plant and cost accounting records
  - (l) General university telephone system
- II. He shall be responsible for all capital additions, replacements, and alterations to the Physical Plant, including the design and supervision of all Physical Plant construction, preparation of specifications and drawings, solicitation and receipt of bids, and preparation of contracts.
  - (a) Contracts for all construction work for which specific State appropriations are made and for other construction work of a major character shall be awarded on the basis of sealed bids publicly opened in the presence of at least one member of the Board of Trustees and the Director of the Physical Plant Department or his representative.
  - (b) Contracts on other construction work shall be awarded on the basis of sealed bids obtained by the Physical Plant Department and opened in the presence of the Secretary of the Board or the Comptroller.
  - (c) In the preparation of plans and estimates, the Director of the Physical Plant Department is authorized to secure information from vendors concerning materials and equipment and the prices of the same.
- III. Distribution and record of all keys to university buildings
- IV. Use of buildings
  - (a) Assignment of space for departmental use, subject to the approval of the President.
  - (b) General supervision of classroom assignments.
  - (c) Use of rooms by organizations (See section 61, page 24).
- V. General supervision of residence hall operation and maintenance in conjunction with the Business Office and the Office of the Dean of Women.
- VI. Supervision of the Photographic Laboratory operation.
- VII. Members of the scientific and technical staff shall stand in an advisory relation to the Physical Plant Department.

## DRAFTING AND EXECUTION OF UNIVERSITY CONTRACTS

52. All university contracts shall be drafted and executed as follows:

- (a) Contracts shall be drafted in tentative form by the university officer

(or officers) best acquainted with the subject matter thereof, and in whose department lies the responsibility for the execution thereof, and approved by the President of the University.

(b) All contracts prior to the execution thereof shall be approved as to legal form and validity by the University Counsel; such approval to be endorsed in writing on the contract.

All contracts shall be executed at least in duplicate; an original thereof shall be filed with the Secretary of the Board of Trustees and remain in his custody.

(c) The Secretary of the Board of Trustees shall immediately file a true copy of all contracts, one in the office of the Comptroller of the University, and one with the proper officer in charge of the department immediately concerned with execution of the subject matter of the contract.

(d) All University contracts shall be executed as follows:

I. All major contracts or those involving some general university policy shall be signed by the President and Secretary of the Board of Trustees, unless directed to be otherwise executed by the Board of Trustees or by the Executive Committee thereof.

II. Minor contracts and those involving the purchase of ordinary supplies, advertising and publicity matters, and other routine matters in the ordinary operation of university affairs, shall be signed by the Secretary of the Board of Trustees and by the Comptroller of the University, to whom authority is hereby delegated by the Board for such purpose.

III. The Comptroller shall be given authority to sign leases of land for agricultural experimental work; *provided*, that no officer of the University shall enter into negotiations to secure such leases or deeds without previous specific authorization from the President of the University.

(e) All contracts must have the seal of the University attached.

IV. Contracts for the purchase of fuel, stationery, and printing paper shall be reported to the Governor for approval as required by the Constitution of the State.

#### BILLS FOR TRAVELING EXPENSES

53. (a) Itemized bills in the form prescribed by the Comptroller shall be presented to the Comptroller for payment as promptly as possible and in any case within sixty days following the completion of the trip for which the expense was incurred. In the case of university employees whose duties require a large amount of traveling within the State, it shall be deemed sufficient if bills are presented monthly.

(b) Traveling expense bills presented by members of the faculties of the several colleges, members of the experiment station staffs, and employees of the administrative offices of the University, must be approved by the dean of the college, the director of the station, or the officer in charge of the administrative office, and endorsed by the Comptroller.

(c) Traveling expense bills for deans, directors, and officers in charge of administrative departments must be approved by the President of the University and endorsed by the Comptroller.

(d) Traveling expense bills of the President of the University and of the members of the Board of Trustees must be approved by the Chairman of the Finance Committee and endorsed by the Comptroller.

#### EXPENSES OF VISITORS AND GUESTS

54. The Comptroller will pay bills for transportation and entertainment of visitors and guests at the University only when such visitors and guests have rendered a definite service to the University, which fact shall appear in the voucher.

#### PROCEDURE IN FIXING LABORATORY FEES

55. All recommendations for establishing a new laboratory fee or for changing established laboratory fees shall be made by the head of the department concerned or by the equivalent officer and shall be sent by him to the dean with his reasons for making the recommendation. The dean shall indorse on the papers his own recommendation with reasons therefor and send them to the

Comptroller, who in turn shall send his indorsement with reasons to the Provost for final action and presentation through the President of the University to the Board of Trustees.

#### FUNDS OF UNIVERSITY ORGANIZATIONS

56. The Comptroller is permitted at his discretion to act as treasurer of student and other organizations affiliated with the University, on request of the President of the University, but without any liability on the part of the Board of Trustees of the University of Illinois. In all cases the accounts of these organizations shall be kept separate from the university accounts and the funds of such organizations shall be kept apart from university funds.

#### CUSTODIANSHIP OF FUNDS FOR EXPENSES OF STUDENTS

57. The Board of Trustees forbids any officer of the University to receive, as custodian, in his capacity as an officer of the University, any money intended to meet the expenses of any student.

While the Board cannot forbid any member of the staff to act as guardian or custodian of funds for the expenses of a student or students, it does forbid any member of the university staff from accepting checks made out to the University of Illinois, or to any officer of the University of Illinois, and sent as a fund from which to draw in order to meet the expenses of any student or students; or to endorse the same if made out as aforesaid.

#### MERGING OF GIFT FUNDS

58. Every donation to the University in a sum of \$5,000 or less, for the purpose of providing a fund, the annual income of which shall be used for a purpose designated by the donor, if accepted, shall be accepted with the condition and proviso that the capital sum of the fund thus established may, after the lapse of twenty-five years, be merged with other capital funds given to the University for similar purposes.

When any donation or donations to the University are thus merged, the record of the consolidated fund shall indicate the names or titles of the smaller funds so consolidated.

#### STUDENT LOAN FUNDS

59. Subject to the provisions of the deed of gift of any particular fund the following regulations shall apply to all student loan funds:

(a) The Finance Committee of the Board of Trustees shall determine from time to time the general policies to be followed in the granting of loans.

(b) An application on a uniform blank must be made by each student desiring to secure a loan.

(c) Each application must be approved by the Dean of Men (for men students) or by the Dean of Women (for women students), by the dean, director, or assistant dean of the college or school in which the student is registered and in case of disagreement among these officers the application shall be submitted to the chairman of the Finance Committee.

(d) Security in the form of an endorser or collateral satisfactory to the Comptroller shall be given in all cases unless otherwise provided in the deed of gift of any fund.

(e) On the approval of the application as above indicated, the Comptroller shall make the loan on the receipt of a note or notes in the form approved by the University Counsel.

(f) Notes shall be payable not later than three years after graduation or date of leaving the University, or in installments during that period.

(g) All notes shall bear interest at five per cent from date until maturity and seven per cent after maturity, unless otherwise provided in the deed of gift of any fund.

(h) The Comptroller shall collect all notes and the interest thereon and, when necessary, refer delinquent notes to the University Counsel for action.

The procedure for handling of applications will be as follows:

Applications shall be filed with the Comptroller, who shall institute inquiry as to the references. He shall forward each application to the dean or director of the college or school in which the student is registered. That officer shall endorse his recommendation or opinion on the blank and forward the application to the Dean of Men; or, if the student is a woman, to the Dean of Women. Each of these officers will review the evidence submitted in each case and on the basis thereof and of their own knowledge of the case shall make his (her) own recommendation and forward the application with all papers relating thereto to the Comptroller.

The Comptroller shall determine the fund from which the loan may be made and shall examine the security offered if security is required. In any case in which he has any doubt or question he shall consult the President. When the application has been approved by all university officers concerned, the loan shall be made by the Comptroller. Otherwise it shall first be submitted to the chairman of the Finance Committee for consideration and action.

#### NAMING OF STREETS AND DRIVES

60. Campus drives and thoroughfares shall be named after ex-presidents of the University.

#### USE OF UNIVERSITY PREMISES AND FACILITIES

61. Subject to the approval of the proper university authorities, university premises and facilities may be used:

A. For meetings of student and faculty organizations recognized by the University—

(1) In no case may an admission fee be charged for any meeting on university premises except by special permission of the Physical Plant Department; this permission will be given only:

(a) To student organizations when the proceeds from such gatherings go into the treasury of the organization concerned, the funds of which are expended according to university rules under the supervision and with the approval of the proper university authorities;

(b) To other student organizations when the fee to be charged is for the sole purpose of paying the expenses of said meetings.

(2) When an admission fee is collected for a meeting held on university premises, the University will charge a Physical Plant rental fee in accordance with the following schedule:

Architecture Building .....	\$15
Auditorium .....	15 <sup>1</sup>
Gymnasium, New:	
Concerts, dances until 12 p.m.....	30
Dances continuing after 12 p.m.....	50
Gymnasium Annex:	
Dances until 12 p.m.....	20
Dances continuing after 12 p.m.....	30
Smokers, mixers, etc.....	10
Recital Hall.....	15 <sup>1</sup>
Stock Pavilion.....	10
Skating Rink:	
Dances until 12 p.m.....	25
Dances continuing after 12 p.m.....	30
Lincoln Hall Theater.....	15 <sup>1</sup>
Woman's Building:	
Dance .....	10
For the use of all other buildings the fee shall be determined by the Physical Plant Department and based on the expense to the University.	

<sup>1</sup>Includes one dress rehearsal; an additional charge of \$1.50 each will be made for all other rehearsals.



B. For meetings of non-sectarian organizations whose activities are of an educational nature or of professional interest to the members of the staff or the general student body; and for non-sectarian meetings of a non-local character of public or educational significance—

(1) A university room shall not be granted to individuals or organizations for any purpose which, although in accord with the general purposes of the University, is of such a character or occurs at such a time or in such circumstances that it is likely to interfere with the work, either specific or general, of the University or any department of the University.

(2) Reservations from outside organizations will not be approved until all major university events have been scheduled.

(3) In no case may an admission fee be charged except upon permission previously obtained and then only to raise funds to offset expenses of such meeting.

C. Use of property of non-university organizations by the University must first be approved by the Physical Plant Department and then only when a fee is paid for such use.

D. The recreational facilities of the University are reserved for the use of students, members of the staff, and members of the staffs of organizations affiliated with the University or housed in university buildings. Permission for the use of recreational facilities by other individuals may be granted by the officer in charge on prior authorization by the President on such terms and conditions as the President may prescribe, and subject to the regulations of the Board of Trustees. Permission for the use of university premises or recreational facilities shall not be granted in any case where interference with the use thereof for university purposes may result. Unauthorized use of university premises or facilities will be considered as trespass.

#### USE OF LABORATORIES DURING HOLIDAYS

62. The university laboratories may be opened during the Thanksgiving, Christmas, and Easter holidays (to enable students who need more time for their laboratory work to catch up with their classes) on the following conditions: (1) that there is sufficient demand reasonably to assure the University that the expenses incurred will be defrayed by the fees collected; (2) that a scale of fees be adopted to cover expenses for laboratory materials used and for properly qualified assistants to conduct the laboratory exercises; (3) that the assistants employed shall exercise only the ordinary duties necessary for the supervision of the work, and persons shall not be permitted to undertake such supervision who also undertake or have undertaken to become special tutors for students carrying on the laboratory work.

#### CUSTODIANSHIP OF MOVABLE PROPERTY

63. (a) Movable equipment purchased for or assigned to a department of the University will be considered as in the custody of the head of that department, who will be responsible for it. He will report annually to the Comptroller on all such equipment as long as it continues in service, and will make special report whenever such equipment becomes unserviceable, or when it becomes of no further service to that department.

(b) The Comptroller will be expected to arrange for the transfer of any equipment which has become of no further service in one department, but which can be used in some other department, or for the sale or disposition of any equipment which can no longer be used by the University.

(c) Movable equipment for general use, meaning equipment which is usable by all departments, or by various departments, or by the University in general, will be considered as in the custody of the Director of the Physical Plant Department, who will make report to the Comptroller on such equipment, the same as the head of any department of the University.

(d) The Director of the Physical Plant Department shall also provide, on the request of the Comptroller, storage for any departmental equipment temporarily not in use.

(e) A deposit of fifty cents is required for every outside door key, except in the case of employees in the Physical Plant Department.

## UNIVERSITY AUTOMOBILES

64. Automobiles shall be operated under the following regulations:

I. Custody, Operation, and Insurance

(a) All automotive equipment of the University shall be under the general supervision of the Director of the Physical Plant Department, who shall be responsible for the housing, custody, and maintenance thereof.

(b) No university car may be taken from its garage or used except by a member of the staff duly authorized to do so and a receipt of memorandum shall be left with the custodian of the garage whenever a car is taken for use.

(c) Requisitions for the purchase or exchange of automotive equipment must be endorsed by the Director of the Physical Plant Department.

(d) Every car, with the exception of the President's car shall be marked with the university name and number, conspicuously placed on each car.

(e) Every car shall be equipped with a device for recording mileage. A car must not be operated when said device is out of order, except in emergency, in which case the approximate mileage must be reported.

(f) Definite storage or garage space shall be provided for every car not assigned permanently for service on experiment station work away from the campus.

(g) All supplies and repairs for cars must be secured at a point designated by the University, whenever possible.

(h) Records of all operating and maintenance costs shall be maintained in the form prescribed by the Comptroller, and the expense of each car charged to the department using it.

(i) The University will take out insurance to protect employees in case of accidents leading to claims for property damage and public liability when university cars are involved.

II. Use of Private Automobiles in University Service

The President of the University shall have authority to authorize reimbursement to members of the staff for the use of privately owned automobiles when the owners wish so to use them and the interests of the University will be best served by such an arrangement, in accordance with the following regulations:

(a) Privately owned automobiles are to be used only on certification of the Director of the Physical Plant Department to the effect that no university car is available for the purpose and time for which the car is required, and on recommendation of the department head and the dean or director. Only those private cars whose owners carry adequate liability insurance may be used in university service. The University disclaims any responsibility for accidents in which privately owned cars in university service may be involved.

(b) Accurate record must be kept of the mileage of a car when in the university service, and the purpose for which it is used, and report of same made to the Comptroller at the conclusion of each trip.

(c) Reimbursement will be made only for the actual mileage in which the car is used in university service, on vouchers approved by the department head and the dean or director of the college or division concerned, and by the Comptroller.

(d) The rate of reimbursement shall be determined by the President or some officer authorized by him, but shall not exceed 10 cents a mile.

III. Chauffeurs

No one shall be permitted to operate on any public thoroughfare a passenger automobile or truck owned by the University of Illinois, excepting on the following conditions:

(a) Each person whose principal work is to drive an automobile or truck shall have a chauffeur's license issued by the Secretary of State of Illinois as required by law.

(b) He shall be certified to the Director of the Physical Plant Department as having passed satisfactory examinations in vision, hearing, and nervous reaction, the examinations to be given by the University Health Service.



(c) The expense of all duly authorized chauffeurs' licenses shall be met by the University from the appropriation of the department in which the person is employed.

(d) A person in the employ of the University, whose regular work is other than that of a chauffeur, may be permitted to drive a university automobile or truck, when necessary, if authorized to do so by the dean or director of a college or division, on approval of the Director of the Physical Plant Department. But every person so employed must pass the examination described in paragraph III (b).

(e) A list of chauffeurs and others appointed under these qualifications shall be furnished each dean, director, and head of department whose work requires the use to automobiles or trucks, and it shall be his duty to see that only those thus certified are permitted, within his jurisdiction, to operate university motor vehicles.

#### AUTOMOBILE PARKING AND TRAFFIC

65. (a) No parking of automobiles is permitted on university property on any day between 8 a.m. and 3:50 p.m. within the limits bounded by Green Street on the north, Mathews Avenue extended on the east, the road south of the New Agriculture Building on the south, and Wright Street extended on the west, except in areas specifically provided for parking.

(b) No traffic is permitted on the Campus in the area prohibited to parking during the ten minute intervals between classes from 8 a.m. to 4 p.m. including the period from 11:50 to 12 noon, except on Saturday afternoons and Sundays.

(c) The President of the University is given authority to make such traffic regulations and such changes therein as conditions from time to time may warrant, and to waive these regulations on special occasions of importance, and also to issue permits to individual students or members of the faculty who, for reasons of physical disability, may need to ride to their class rooms in automobiles.

#### ASSIGNMENT OF LAND TO DEPARTMENTS

66. (a) A piece of land which has been assigned by the Board of Trustees to a college or department for a particular use or for a definite period may not be used for any other purpose nor beyond the period designated, without positive reassignment by the Board of Trustees.

(b) The assignment of land, equipment, or any other property to a department or division does not give the department a title to the same, but only to use as long as necessary; and the use of land or equipment or other property shall not exclude its use for other purposes by other departments of the University, at the same time, on approval of the President, provided that any such second use shall not interfere with the efficient utilization of said land, equipment, or other property for the purpose for which it was first assigned.

#### GOLF CLUB

67. (a) The University Golf Club is authorized to lay out and maintain a golf course on the premises of the University, including the South Campus and the Experiment Station grounds; subject, however, to the approval of the Director of the Physical Plant Department as to the location on the Campus, and to that of the Director of the Experiment Station as to the location on the Experiment Station premises.

(b) The use of the course by the members of the club is conditioned on the establishment and maintenance of rules approved by the President of the University, which rules shall include a penalty of dismissal from the club and forfeiture of all rights to the course for trespass on Experiment Station property.

#### PRIVATE USE OF UNIVERSITY PROPERTY FORBIDDEN

68. No one connected with the University in any capacity shall use for his own pleasure or for any other personal purpose any university property of

whatever description; and no one shall be permitted to remove from the buildings or grounds any property belonging to the University, even tho it may seem to be of no value, unless it be temporarily and pursuant to some well-established regulation or usage, or with the distinct approval of the President or the Comptroller of the University.

#### EXAMINATION BOOKS

69. For the regular examinations at the end of each semester, for final examinations in courses continuing less than a full semester, for special examinations, for examinations previous to mid-semester reports, and for entrance examinations, the Comptroller shall furnish examination books. He shall give out such books on the requisition of the head of each university department, which requisition shall state the size and the exact number of books needed for each course in his department. Examination books for entrance examinations shall be given out on the requisition of the Registrar.

#### GIFTS, LOANS, AND MEMORIALS

70. The President of the University is authorized to appoint a committee on Loans, Gifts, and Memorials, which shall be responsible for the enforcement of the regulations governing these matters adopted by the Board and in general for the handling of them in accordance with the following provisions:

(a) Every offer of a gift or a loan shall be reported by its recipient to the President of the University through the regular channels.

(b) Gifts, loans, or memorials which the University cannot use to advantage, or of which it cannot take proper care without undue expense, shall not be accepted.

(c) No object of art shall be accepted until its artistic quality has been passed upon by competent judges appointed by the authorities of the University.

(d) As a general standard, the area of visible canvas of a portrait is limited to fourteen square feet, unless, because of unusual circumstances, the Board sees fit to change this ruling. Portraits of Presidents are hung in the Library; all others in rooms of the college or department with which the person's teaching has been most closely affiliated.

(e) All accepted gifts, loans, and memorials shall be reported to the Board of Trustees, and a proper record shall be made in the minutes of the Board, in the University inventory, and in annual and biennial reports; and a proper acknowledgment made to donors and lenders.

(f) Loans are accepted subject to the condition, to be explicitly stated to the lender before the article is received, that while the University will take all reasonable care of the object, it will not be responsible for loss by fire, theft, or in any other way, nor will it reimburse the lender in case of such loss.

#### INSPECTION OF HOUSES

71. The proper officers of the University, through the President, are authorized and instructed to inspect all houses in which students live, to promote safety, health, and good living conditions, and to enlist the cooperation and aid of such public officers as may be necessary.

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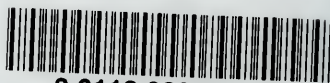








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